



District Health Department & Home Health Agency

Serving Harrison, Nicholas, Scott & Bourbon County Home Health

MINUTES

WEDCO BOARD OF HEALTH MEETING

Monday, November 6, 2017

**WEDCO District Health Department
Conference Room**

Cynthiana, Kentucky

6:00 P.M.

**Dr. Bennett, Chairman
Judge Barnett, Vice Chairman**

Members Present:

Harrison County

Nicholas County
Becky Reid
Mike Pryor, Judge Executive

Scott County
Jared Hollon, Judge Designee
John M Bennett, M.D
Jan Sharpe
Sherry Taylor, RN

Members Absent:

Harrison County
Alex Barnett, Judge Executive
Dr. Derek Clarke
Bret Hines, OD

Nicholas County

Scott County

Staff and Guests Present: Tina Bennett, Brad Hayes, Rachel Kendall, Dr. Crystal Miller, Lorrene Rawlins, Kathie Tucker and Debbie Whitson.

With a roll call showing a quorum present; Dr. Bennett called the meeting to order at 6:00 p.m.

Brad Hayes, CPA with RFH Consultants was present to advise the board of WEDCO's fiscal year ending June 30, 2017 financial audit. Mr. Hayes began his presentation stating WEDCO received an unmodified opinion which is as good an opinion as an agency may have. Mr. Hayes reported that WEDCO has \$3.6M in the checking account and \$9.4M in CD's and Bond accounts. WEDCO's unrestricted fund balance is \$4.5M and other various funds account for the restricted amounts. Overall, revenues' exceeded the budget significantly. WEDCO was under budget by \$1.5M with cash expenditures. Revenue was up and expenses were down for FY 2017. Excess revenue over expenditures was \$1.9M, showing WEDCO had a really good year. WEDCO paid \$1.4M into retirement, which was 100% of the required contribution. Brad Hayes stated he was happy to report that there was no issue with our internal control as he concluded his presentation.

Dr. Miller asked the board for a motion to approve the September 11, 2017 minutes.

MOTION #1

Motion was made by Jan Sharpe to approve the minutes from September 11, 2017. Jared Hollon seconded the motion.

Roll Call:

Sherry Taylor -- Yes
Becky Reid - Yes
Jan Sharpe -- Yes

Jared Hollon -- Yes
Judge Pryor -- Yes
Dr. Bennett -- Yes

No further discussion. Motion passed without opposition.

Dr. Miller advised the board members that WEDCO was currently seeking an Environmentalist because we had recently lost one to another health department. Currently, WEDCO only has two Environmentalists trained in on-site so our Environmentalist serving Nicholas and Harrison Counties would be needed in Scott County a couple of days a week in the interim.

Next, the meeting moved forward with Dr. Bennett asking the board to approve the consent agenda.

MOTION #2

Motion was made by Jan Sharpe to approve the consent agenda which included program reports from Community Health, Environmental and Clinic. Jared Hollon seconded the motion.

Roll Call:

Sherry Taylor – Yes
Becky Reid - Yes
Jan Sharpe – Yes

Jared Hollon – Yes
Judge Pryor – Yes
Dr. Bennett -- Yes

No further discussion. Motion passed without opposition.

With no further old business to discuss, the meeting moved forward to new business.

Mrs. Lorrene Rawlins, BSN, began her presentation of the home health board report. She advised the board that she will need approval of the Home Health Policy and Procedure Manual. Also, Mrs. Rawlins stated there will be many upcoming changes to Home Health with the new Conditions of Participation (COP's). She will keep the board apprised of these changes as they go into place at the beginning of the year.

MOTION #3

Motion was made by Jared Hollon to approve the Home Health Policy and Procedure Manual. Sherry Taylor seconded the motion.

Roll Call:

Sherry Taylor – Yes
Becky Reid - Yes
Jan Sharpe – Yes

Jared Hollon – Yes
Judge Pryor – Yes
Dr. Bennett -- Yes

No further discussion. Motion passed without opposition.

Next, Mrs. Rawlins explained to the board that services and revenue are exactly where they need to be. There are currently two very important vacancies; Scott County Nurse Supervisor and Nurse Quality Manager, based at the District Office. WEDCO will continue recruiting processes for both positions. We have been successful in filling to

recent open positions for home health aide and support clerk with two former staff members who were re-instated. WEDCO ended the year with a positive balance of \$458K. Both Waiver and EPSDT programs have continued to do well. Attached is the fiscal year 2016 -2017 Quality Management report and this will require approval of the board. Projected service numbers have decreased and this is largely due to a decrease in home health aide visits. Dr. Bennett asked how the indigent program is continuing and Mrs. Rawlins explained that we continue our indigent care with a majority of care in Harrison Co. She explained that providing indigent care is the right thing to do. Judge Pryor asked if the vacancies are affecting the home health program and Mrs. Rawlins shared that it absolutely has. She explained she has absorbed most of the quality duties. Recruiting efforts continue and the minimum salary has been increased to try and attract potential applicants.

MOTION #4

Motion was made by Becky Reid to approve the 2016 – 2017 Quality Audit. Judge Pryor seconded the motion.

Roll Call:

Sherry Taylor – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor – Yes
Jan Sharpe – Yes	Dr. Bennett -- Yes

No further discussion. Motion passed without opposition.

The next item of business was the financial report presented by Mrs. Tina Bennett. The first portion of the report was a financial update for current FY 18. Mrs. Bennett stated that she needed approval of WEDCO’s Internal Control Manual which included revised policies of travel expenses per state guidelines, the cell phone stipend policy, the financial security program, and the logo/name were changed to match WEDCO’s new branding.

MOTION #5

Motion was made by Judge Pryor to approve the 2017/2018 Internal Control Policies. Jan Sharpe seconded the motion.

Roll Call:

Sherry Taylor – Yes	Jared Hollon – Yes
Becky Reid - Yes	Judge Pryor – Yes
Jan Sharpe – Yes	Dr. Bennett -- Yes

No further discussion. Motion passed without opposition.

Jan Sharpe presented a building committee update concerning the Administrative Office. The committee discussed that they suggest Dr. Miller move forward and ask the Harrison County Local Board to lease space for a short while until a decision is made on building a new office. The board asked for a motion that Dr. Miller approach the Harrison County local board with this request at their next meeting.

MOTION #6

Motion was made by Jan Sharpe for Dr. Miller to pursue leasing space from the Harrison County Health Department for the Administrative Office. Jared Hollon seconded the motion.

Roll Call:

Sherry Taylor – Yes
Becky Reid - Yes
Jan Sharpe – Yes

Jared Hollon – Yes
Judge Pryor – Yes
Dr. Bennett -- Yes

No further discussion. Motion passed without opposition

Finally, the Directors Report by Dr. Crystal Miller was presented. Dr. Miller advised the board that the agency will be closed during the week of December 25th through December 29th with only essential services performed. Dr. Miller and all managers will be on standby should any issue arise. The Scott County Health Department continues to wait on the Division of Water to renew the permit before they do anything with the Georgetown Mobile Home Park. They are hoping this determination is made before Christmas. The WEDCO handbook has been revised for the upcoming year and will need a motion for approval.

MOTION #7

Motion was made by Becky Reid to approve the updated WEDCO Handbook. Sherry Taylor seconded the motion.

Roll Call:

Sherry Taylor – Yes
Becky Reid - Yes
Jan Sharpe – Yes

Jared Hollon – Yes
Judge Pryor – Yes
Dr. Bennett -- Yes

No further discussion. Motion passed without opposition

Dr. Miller explained that she is now certified in EQI training which will help the staff in professional development. Also, we have received a 90% positive rating with our Customer Satisfaction surveys. WEDCO is very excited to be moving into the final stretch with submitting documentation for Accreditation. A mock site visit has been scheduled for Nov. 16th and 17th where other health departments will be on hand to review our documentation. Once completed, WEDCO will do the final submission to ePHAB and await the official visit. When PHAB visits, several board members will be contacted to attend and be interviewed along with other various community members. On December 8th, there will be staff training at the Prizing House in Cynthiana. All board members are welcome and encouraged to attend.

Dr. Bennett approached the board with the topic of increasing issue gun violence that is sweeping our country. Dr. Bennett asked WEDCO, as a public health district, to be proactive in researching how WEDCO can help control this epidemic. Board members agree that this is

becoming a public health epidemic, and research should be done to see how WEDCO can contribute to a plan. The board discussed that many are gun owners and they are not against gun ownership but an approach needs to be taken to prevent senseless shootings. The board asked Dr. Miller to research some plans that might be brought to the board regarding WEDCO's role in helping to curb gun violence.

The next WEDCO District Board meeting date was set for February 26, 2018 at 6:00 p.m.

With no further business to discuss Dr. Bennett called for a motion to adjourn.

MOTION #8

Motion was made by Jan Sharpe to adjourn. Judge Pryor seconded the motion.

Roll Call:

Sherry Taylor – Yes

Jared Hollon – Yes

Becky Reid - Yes

Judge Pryor – Yes

Jan Sharpe – Yes

Dr. Bennett -- Yes

No further discussion. Motion passed without opposition

Meeting adjourned.



Dr. John M. Bennett, Chairman

2-26-18

Date



Dr. Crystal Miller, Secretary

2/26/18

Date